

**JOB DESCRIPTION**

Job Designation	<b>CHIEF EXECUTIVE</b>
Service	<b>N/A</b>
Salary	
Post Number	<b>CHE0001</b>
Reports to	<b>THE COUNCIL VIA THE EXECUTIVE</b>
Responsible for	<b>AUTHORITY OVER ALL COUNCIL STAFF</b>

Main Purpose of Job:
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1. Corporate responsibility for leading all strategy and policy development, service co-ordination, resource management, performance review, communications, budget investment and financial strategies and ensuring the overall effectiveness of all the Council's Services.
2. Continuing the momentum of the implementation of the modernisation of local government agenda in parallel with the development of a culture of continued improvement through Best Value to achieve the Council's aims and objectives.
3. Head the Council's paid service, with authority over all Council staff.

Main Duties:
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**Strategic Management**

1. Establish, develop, implement and lead on strategies for the Council to provide a comprehensive, integrated and planned approach to resource generation and use that supports and enables the Council's vision and strategies to be realised.
2. Enable and ensure the effective corporate management of the Council and achievement of the Council's vision and strategies through active leadership of the senior management team and the development and implementation of corporate projects and initiatives.
3. Represent the Council at European, national and regional levels, with government bodies, local authorities, agencies, the local community, the private sector, academic institutions and any other appropriate organisations/bodies.
4. Advise and support all elected representatives of the Council, individually and collectively, in pursuing the Council's objectives and participating in meetings of the Council.
5. Manage the Chief Executive's direct service responsibility to achieve effective delivery of aims and objectives in accordance with departmental and corporate plans.

**Service Delivery**

1. Ensure that the Council's services are driven by quality, judged by their results and determined by the needs of the communities and people of Lancaster.
2. Take lead responsibility in ensuring effective multi-functional working across all of the Council's services in order to meet customers' needs and achieve the Council's overall objectives.
3. Ensure the flow of timely and appropriate professional advice to members and between Service Departments on all issues of Council business to secure successful outcomes.

4. Ensure and establish effective working relationships with people in the community, in government and other appropriate bodies in order to ensure that the Council's interests are well informed, widely understood and furthered as appropriate.

### **Emergency**

1. Ensure the performance of such emergency planning functions, as may be assigned by the Council, together with any other reasonable duties that may be required to maintain services.

Other Requirements:
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### **Key Personal Performance Targets and Standards**

The key personal performance targets and standards will be agreed with the post holder. This process will be facilitated by a mutually agreed independent external adviser. These targets and standards will be reviewed on an annual basis with leading Members as part of the performance appraisal process. The initial targets and standards for this post holder will be an early priority following appointment.

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### **General Statement**

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

### **Health & Safety at Work**

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

### **Equal Opportunities**

Lancaster City Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.